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[General Pub #3]

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UNITED STATES DEPARTMENT OF AGRICULTURE,  
BUREAU OF STATISTICS.

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ORDERS GOVERNING

THE PREPARATION OF

MONTHLY CROP REPORTS

OF THE

BUREAU OF STATISTICS.

(As Revised April 23, 1907.)

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## ORGANIZATION OF BUREAU OF STATISTICS.

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Statistician and Chief: VICTOR H. OLMSTED.

Associate Statistician: <sup>1</sup> CHARLES C. CLARK.

Assistant Statistician: NAT. C. MURRAY.

Chief Clerk: ELMER J. LUNDY.

Division of Domestic Crop Reports: FRED. J. BLAIR, *Chief*.

Division of Foreign Markets: GEORGE K. HOLMES, *Chief*.

Miscellaneous Division: CHARLES M. DAUGHERTY, *Chief*.

Crop Reporting Board:

*Chairman*, VICTOR H. OLMSTED, *Statistician and Chief of Bureau*.

Four other members chosen each month from the following:

CHARLES C. CLARK, *Associate Statistician*.<sup>1</sup>

NAT. C. MURRAY, *Assistant Statistician*.

GEORGE K. HOLMES, *Chief of Division of Foreign Markets*.

One or more persons called in from the corps of special field agents and State statistical agents.

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<sup>1</sup> Acting Chief of Bureau and Chairman of Crop Reporting Board during the absence of the Chief of Bureau as Director of the Cuban Census.

**ORDERS GOVERNING THE PREPARATION OF MONTHLY CROP  
REPORTS OF THE BUREAU OF STATISTICS,  
AS REVISED APRIL 23, 1907.**

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UNITED STATES DEPARTMENT OF AGRICULTURE,  
BUREAU OF STATISTICS,  
*Washington, D. C., May 8, 1907.*

SIR: I have the honor to recommend that a limited edition of the "Orders Governing the Preparation of Monthly Crop Reports" be printed for the use of the Bureau of Statistics, the same being a revision, under date of April 23, 1907, of the original orders in relation to the same subject matter issued July 8, 1905.

Very respectfully,

C. C. CLARK,  
*Acting Chief of Bureau.*

Hon. JAMES WILSON,  
*Secretary of Agriculture.*

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UNITED STATES DEPARTMENT OF AGRICULTURE,  
OFFICE OF THE SECRETARY,  
*Washington, D. C., April 23, 1907.*

It is hereby ordered that the following methods be used hereafter in the Bureau of Statistics of this Department in the handling, compilation, and preparation of monthly crop reports:

FIRST.—The following classes of correspondents send their reports to the Bureau of Statistics for tabulation:

County correspondents.

Township correspondents.

Individual farmers.

Cotton ginner (Census Bureau).

Special cotton correspondents.

The schedules sent in by the above-named correspondents are tabulated in the Division of Domestic Crop Reports and should be carefully safeguarded during such tabulations.

In order to prevent the possibility of collusion among any of the clerks engaged in their tabulation, or of any individual clerk drawing deductions from the results shown for any State or States tabulated by him, the following method must be employed in dealing with States of relatively large production :

(a) After the schedules have been tabulated on the sheets for the respective States, the figures thereon shall be added for each crop represented, so as to show a total for only a portion of the State, omitting a group of counties at the bottom of the sheet. As rapidly as such partial totals are made the sheets must be handed to the Chief of the Division.

(b) The Chief of the Division shall then number the tabulation sheets at the top (where the names of the States to which they relate are written) and at the foot (where there is nothing to indicate the States to which they relate), using the same number at both the top and the foot of each sheet. He will then place these numbers on a separate sheet kept on his desk, without making any memorandum to show the States to which they pertain, but for the purpose of avoiding the use of the same number on sheets relating to different States.

(c) The Chief of the Division shall then, personally, cut the tabulation sheets in two parts, so that the partial total will be at the top of the lower part and so that *no names of counties* will appear thereon.

(d) He will immediately deliver the upper part, upon which the name of the State is written, to the Statistician and Chief of Bureau, the Associate Statistician, or the Acting Chief of Bureau.

(e) The Chief of the Division shall then issue the lower parts of the tabulation sheets to clerks in other rooms from those in which they were tabulated and partially added, who will make the final additions and compute the averages thereon. As rapidly as they are completed by the clerks, the Chief of the Division will deliver them to the Statistician, Associate Statistician, or the Acting Chief of Bureau, who will be able to assign the figures to their proper States by means of the numbers placed on the top and on the bottom of the sheets before they were cut in two.

(f) The tabulation of all schedules relating to cotton in *Texas* and *Georgia* shall be delivered by the Chief of the Division, as soon as completed, to the Secretary or Acting Secretary of Agriculture, who will keep said sheets in a locked receptacle until the morning of the day on which the cotton report is issued, when they will be delivered

to the Statistician, Associate Statistician, or Acting Chief of Bureau by the Secretary, Assistant Secretary, or Acting Secretary.

SECOND.—The reports of State statistical agents are handled only by the Statistician, the Associate Statistician, or the Acting Chief of Bureau, or the Crop Reporting Board in executive session.

In order to prevent access to such of these reports as relate to speculative crops by any person connected with the Bureau of Statistics prior to the day on which the Bureau's report to which they relate is issued, or the possibility of premature information being derived from them, they will be addressed to the Secretary of Agriculture, the address to be written with red ink and the letter "A" to be plainly marked on the ends of the envelopes in which they are transmitted. The letters thus addressed will be delivered by the postal authorities to the Secretary of Agriculture, Assistant Secretary, or Acting Secretary in sealed mail pouches. These pouches will be opened only by the Secretary, Assistant Secretary, or Acting Secretary, who will place their contents in a safe, with seals unbroken, where they will remain, sealed, until the time arrives for their use in preparing the crop estimates of the Crop Reporting Board.

(a) *In regard to cotton.*—These reports of the State statistical agents shall not be removed from the safe and their seals broken until the morning of the day on which the report on cotton is issued, when they will be delivered to the Statistician, Associate Statistician, or Acting Chief of Bureau by the Secretary, Assistant Secretary, or Acting Secretary.

(b) *In regard to other crops* (reports upon several of which are made each month by the State statistical agents).—Agents shall be instructed to inclose their reports relating to what are known as "speculative crops" (such as wheat, corn, or oats) in separate envelopes from their reports on other (nonspeculative) crops, plainly marking the first envelopes "A" and the others "B."

The envelopes marked "A" (containing reports on speculative crops) shall be placed, with their seals unbroken, in the safe and there remain until the morning of the day on which the report of the Bureau is issued, when they will be delivered by the Secretary, Assistant Secretary, or Acting Secretary to the Crop Reporting Board. The envelopes marked "B" (containing reports on non-speculative crops), which will be addressed to the Bureau of Statistics, can be opened when received and the data they contain used by the Statistician, Associate Statistician, or Acting Chief of Bureau,

in computing estimates regarding the crops to which they relate, in advance of the day on which the Bureau's report is issued.

(c) The combination for opening the safe in which the above documents are kept shall be known only to the Secretary, Assistant Secretary, or Acting Secretary of Agriculture.

THIRD.—Reports of special field agents must be made and handled in the same manner as those of State statistical agents.

FOURTH. *Crop Reporting Board*.—The preparation of the crop reports each month shall be made by a Crop Reporting Board, thus securing the benefit of consultation and a consensus of judgment and reducing the possibility of error to a minimum. The Board shall be composed of the Chief or Acting Chief of the Bureau of Statistics, as Chairman, and four additional members, whose services shall be brought into requisition each crop-reporting day by selection from the statisticians and officials of the Bureau and such State statistical agents and special field agents as may be ordered to Washington for such purpose.

FIFTH.—On the days on which the reports of the Bureau are issued the Statistician's room, in which the Crop Reporting Board establishes its final figures, must be kept locked and no one not engaged in assisting the Board permitted to enter; also, those in the room must remain there until the report is issued, unless permitted to leave, temporarily, by the Secretary of Agriculture.

(a) No one shall be allowed in said room on the day on which the report of the Bureau is issued, without permission of the Secretary of Agriculture, except the members of the Crop Reporting Board, stenographers, computers, and the Secretary, Assistant Secretary, or Acting Secretary of Agriculture.

(b) The final computations of the United States relating to cotton and speculative crops, based on the figures determined by the Crop Reporting Board for the different States, shall be made by clerks locked in the room adjoining and opening into the Statistician's room, who shall not be permitted to leave said room until the issuance of the Bureau's report, without permission of the Secretary of Agriculture.

(c) The final computations for the United States relating to non-speculative crops may be made by computers and clerks under the direction of the Chief of the Division of Domestic Crop Reports.

SIXTH.—The telegraphic reports of State statistical agents and of special field agents regarding cotton and other speculative crops



must be addressed to the Secretary of Agriculture. Those relating to nonspeculative crops should be addressed to "Olmsted, Department of Agriculture, Washington, D. C."

(a) Telegraphic reports addressed to the Secretary of Agriculture shall be placed in sealed envelopes especially marked for that purpose and be placed in the safe unopened and there remain until the morning of the day on which the Bureau's report is issued, when they will be delivered to the Crop Reporting Board.

(b) Telegraphic reports addressed to "Olmsted, Department of Agriculture, Washington, D. C.," may be used as received by the Statistician prior to the date of the issuance of the report.

SEVENTH. *Care of records.*—The tabulation sheets and the sheets containing the preliminary and final computations of the Crop Reporting Board relating to each monthly crop report, together with all letters and reports from State statistical agents, special field agents, or anyone else, relating thereto, shall be kept and preserved in a file case used exclusively for that special purpose and kept locked therein, except when needed for use by the Statistician, Associate Statistician, or acting Chief of Bureau.

(a) These records shall be so kept in the file case that all tabulation sheets, reports, letters, and computation sheets relating to any month shall be together and shall be wholly separated from those relating to any other month.

(b) The records shall not be accessible to any person other than the Statisticians and their assistant without an order from the Secretary or Assistant Secretary, except that tabulation sheets for a preceding year may be used by the Chief of the Division of Domestic Crop Reports for the purpose of copying the column headings and county weights when preparing blank tabulation sheets for future use.

EIGHTH.—All telephones in the Bureau of Statistics must be disconnected before 9 a. m. on the day on which the Bureau's report is issued, and so remain until after its issuance.

[Signed] JAMES WILSON,  
*Secretary of Agriculture.*

